

2013-2014 NAMIBIA COUNTRY GUIDELINES FOR U.S. FULBRIGHT SCHOLARS AND STUDENTS

The Fulbright Program is sponsored and administered by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State, and awards scholarships to lecture, conduct research, and study abroad. The program is managed in country by the Public Affairs Section (PAS) at U.S. Embassy Windhoek.

This document contains **summary** information about the Fulbright award, logistical and program support provided through ECA, and advisory information about your host country. PAS officers in Windhoek will supplement this overview of privileges that can and cannot be accorded to Fulbright scholars and students by the Public Affairs Section and the U.S. Embassy. Information in the Guidelines is subject to change.

THE PUBLIC AFFAIRS SECTION AND THE U.S. EMBASSY IN NAMIBIA

The Public Affairs Section (PAS) is responsible for managing Fulbright in Namibia. PAS offices of the U.S. Embassy in Namibia are located in the American Cultural Center (ACC), Sanlam Centre - 3rd floor, 154 Independence Avenue, Windhoek. PAS hours are from 7:30 a.m. – 5:00 p.m. Monday-Thursday, and 7:30a.m. – 12:30 p.m. on Friday. The Embassy website is <http://windhoek.usembassy.gov>. The Embassy Facebook page is <http://www.facebook.com/namibia.usembassy>.

Anthony Deaton, the Public Affairs Officer (PAO), is primarily responsible for the Fulbright Program in Namibia. George Beukes, the Public Affairs Specialist, and Geniene Veii, the Administrative Assistant, assist Fulbright scholars and students. PAS staff members are your points of contact while in country:

Anthony Deaton: DeatonAA@State.gov
George Beukes: BeukesGM@State.gov
Geniene Veii: VeiiG@State.gov

PAS via Embassy switchboard: (011-264) 61-295-8500
PAS direct line: (011-264) 61-229-801
PAS fax line: (011-264) 61-232-476
Embassy after hours number: (011-264) 81-127-4384

Fulbright scholars in the U.S. may write to the Public Affairs Officer at the following address:

Public Affairs Officer
American Embassy Windhoek
U.S. Department of State
2540 Windhoek Place
Washington, D.C. 20521-2540

All Fulbright grantees must register with the embassy in case of emergency. This can be done on this website at any time: <http://www.travel.state.gov/>

THE FULBRIGHT GRANT AND THE BINATIONAL NATURE OF THE PROGRAM

The Fulbright Program is administered in accordance with regulations established by the J. William Fulbright Foreign Scholarship Board (FSB). The Board has ruled that Fulbright grant funds cannot duplicate benefits received under other auspices. Therefore, grantees who receive host government or host institution financial contributions (for example, international travel, per diem/subsistence/housing allowance) in cash or kind do not receive allowances for these benefits in their grants. Grantees who receive a concurrent grant to the same country under other auspices may have their Fulbright grants reduced if Fulbright grant benefits are duplicated by the other grant.

Governments and institutions in host countries support the exchange program in two ways: Through (a) *monetary contributions* which result in a sharing of program costs or (b) provision of *non-monetary assistance* to enhance the exchange experience for the guest scholar.

WHAT THE FULBRIGHT GRANT PROVIDES

For Student Grantees

Fulbright student grants have two components: (1) a base amount and (2) monthly maintenance. Additional funds may be included in your grant as allowances and are described separately. Grant benefits authorized by ECA are paid in U.S. dollars through the Institute of International Education (IIE).

1. The base amount is provided to cover initial or one-time start-up expenses such as:
 - a. Unaccompanied and/or excess baggage
 - b. Miscellaneous costs such as visa fees, permits, medical exams, immunizations, etc.This is a fixed sum in each grant and may not reimburse all expenses completely.
2. A monthly maintenance allowance is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food. The maintenance allowance is based upon the estimated cost of maintaining a modest standard of living in the country of assignment.

For Scholar Grantees

Fulbright scholar grants have three components: [1] Travel and relocation, [2] Monthly maintenance, and [3] Monthly stipend. Additional funds may be included in your grant as special allowances and are described separately. Grant benefits are based upon the estimated cost of maintaining a modest standard of living in the country of assignment. Benefits are not intended to duplicate U.S. salary levels or the standard of living of U.S. diplomatic personnel.

Grant benefits authorized by ECA are paid in U.S. dollars through the Council for International Exchange of Scholars (CIES).

1. Travel and relocation:

- a. Unaccompanied and/or excess baggage
- b. Relocation allowance: for expenses such as visa fees, permits, medical exams, immunizations, etc. This is a fixed sum in each grant and may not reimburse all expenses completely.

2. A monthly maintenance allowance is provided to cover recurring subsistence needs such as housing, fuel, utilities, and food. The maintenance allowance is based upon the estimated cost of maintaining a modest standard of living in the country of assignment.

3. Monthly base stipend.

PRIOR TO YOUR ARRIVAL

Travel to Namibia

Grantee air travel is coordinated by the travel agency, HRG Worldwide, which will bill IIE or CIES directly for the costs of your tickets. HRG staff will assist you with your reservation and then send your reservation to IIE or CIES for approval. You must book a round-trip ticket with a return date that corresponds to the grant end date. All air travel and all air shipments paid for with United States Government funds must conform to the Fly America Act, which requires that all such travel and shipments be on “U.S. flag” airlines where such service is available.

Nearly all flights to Namibia pass through South Africa. Please note that South Africa requires travelers who are coming from, or transiting through, countries where Yellow Fever is prevalent, to have proof of immunization. South Africa no longer provides immunizations at the border. If you transit through a Yellow Fever country and are unable to provide proof of immunization, you will not be allowed to enter South Africa and, thus, will be unable to make your connection to Namibia.

Visa/Research Permit/Work Permits

The Government of Namibia requires work permits for all Fulbrighters. Fulbrighters should request that the host institution secure entry permits and assist with work permits and long-term residence permits. Namibian law states that grantees may not arrive without work permits. Fulbrighters and dependants must apply for visas at the Namibian Embassy in Washington at least three months before arriving in the country. It is especially important for Fulbright junior researchers to take note of this; you should not plan to arrive in country without having applied for and received a work permit. Please keep copies of the application form and receipts. Copies of the application should also be sent to the Public Affairs Officer.

Fulbrighters must submit a police clearance report with the visa application form. This clearance may be obtained from the local police department in the grantees’ home state. If Fulbrighters

can provide exact information on time, place and the person to whom the request was made, the American Cultural Center can follow up. Without this information, there is little that can be accomplished by the American Cultural Center in Windhoek. It is the responsibility of the receiving institutions to assist grantees in obtaining visas in time. PAS Windhoek may be able to assist the grantee in sorting out the details of obtaining a long-term visa, but the responsibility remains with the host institution. Once again, Namibian law states that grantees should not arrive without work permits.

Fulbrighters must be aware that the University of Namibia and the Polytechnic close from early December through late January. Please do not leave important questions until the end if you plan to arrive in January/February. Also please inform CIES or IIE and PAS Windhoek of your travel plans as early as possible if you are planning to arrive between December 1 and February 15.

The Embassy is currently in discussions with the Ministry of Home Affairs and the Ministry of Foreign Affairs regarding the issuance of work and residency permits for Mission-related personnel, including Peace Corps volunteers. As part of this process, we have promised that no one associated with the Embassy, including Fulbrighters, will enter to work in Namibia without the proper visa and permits, even if this leads to a significant delay in their ability to start work. Every time one of our Fulbrighters is discovered to have entered improperly, it damages the credibility of the entire Embassy and undermines our negotiations.

It is, of course, very difficult to actually prevent a Fulbrighter from deciding to take the chance and enter the country illegally. However, we can no longer allow them to enter until they have obtained the necessary permits, and the Embassy human resources section will no longer submit materials on their behalf.

Local host institutions have had some success in the past in expediting the processing of visa and work permits for visiting Fulbrighters by employing a local visa processing firm. American lecturers, researchers and student researchers may wish to explore this avenue. This will involve extra expense for the applicant but may shorten the processing time.

Please email George Beukes about your visa and work permit, and keep him informed of your progress.

Namibian law requires that passports must be valid for at least six months following planned departure from Namibia. Please be sure that you have a sufficient number of unused visa pages in your passport. Namibian immigration officials will not put stamps on the Amendments & Endorsement pages at the back of your passport.

Work for spouses tends to be extremely difficult to find and when found is frequently at lower salary levels than available in the United States. The same work permit requirements for the Fulbrighter apply to the spouse with the added stipulation that there must be proof that there are no Namibians who can perform the job.

More information and application materials for work and research permits can be found at the Embassy of Namibia's website: <http://www.namibianembassyusa.org/>

Personal Mail and Access to the Diplomatic Pouch

Fulbright grantees have been approved access to the pouch to receive first-class letter mail only (maximum of one pound). Letter mail means letter mail only. Magazines, newspapers, videocassettes, and flat package mail are not authorized. Misuse could result in loss of access for all grantees. Carry U.S. postage stamps with you for your first-class mail back to the United States, since travelers to the U.S. are frequently willing to carry mail for Fulbrighters. Forms available in U.S. Post Offices make it possible to purchase stamps by mail.

The address format for correspondence follows:

Your name (Fulbrighter)
2540 Windhoek Pl.
Dulles, VA 20189-2540

You may also use the following international mail address:

Your name (Fulbrighter)
c/o PAO - U.S. Embassy
Private Bag 12029
Windhoek, Namibia

International mail is reliable and relatively fast, with letters taking seven to ten days to reach the United States. Fulbrighters must pick up mail at the Cultural Center; mail cannot be forwarded within Namibia.

Many Fulbrighters report that once they are established in Namibia, they prefer to use the P.O. Box of the institutions with which they are affiliated until they are able to obtain their own post boxes. Mail is delivered only to Post Office boxes in Namibia; there is no residential delivery. There is currently a long wait for personal post office boxes at the central Windhoek post office (up to eight weeks), but boxes may be available at more outlying post offices accessible by car.

Books and Educational Materials sent by Diplomatic Pouch

Fulbrighters are allowed to send a maximum of four boxes of books and other education materials from the United States to Namibia through the diplomatic pouch. This shipment is for books and educational materials only and not personal effects. This has been authorized in the Foreign Affairs Manual of the U.S. Department of State. Please advise your relatives and friends not to send birthday and Christmas packages to you via the diplomatic pouch address. All package mail in excess of the four permitted boxes will be returned to the U.S. at your expense. This rule is strictly enforced by the responsible officer at U.S. Embassy in Windhoek. Please review your orientation packet for instructions regarding official and personal mail and limited access to the diplomatic pouch.

No materials can be sent back to the U.S. by pouch at any time during your stay. Several months before departure, Fulbrighters should start to determine the mode by which they will ship back their goods (accompanied air, unaccompanied freight, and/or international mail) and secure necessary export permits, if applicable.

CAUTIONARY NOTE: In the past, abuse by several Fulbright scholars caused near-revocation of privileges for all program participants. Anyone who violates pouch regulations will be barred from use and will have to make other arrangements for handling personal and professional correspondence.

For the four boxes of books, ECA strongly recommends sturdy boxes and reliable mailing tape such as filament (strapping) tape. Boxes are handled very roughly in transit. Overloaded boxes or flimsy boxes will split. Boxes sent through the diplomatic pouch are neither registered nor insured. Most boxes eventually arrive at the Embassy. However, ECA recommends that Fulbrighters not send anything in the boxes that cannot be replaced. Shipping time for boxes is hard to predict. You should plan on 6 to 8 weeks in transit. Put a return address in the upper left corner and repeat the return address on a note inside the boxes.

ADDRESSING THE PACKAGE:

In upper left-hand corner of the box, write return address:

Grantee Name

Street Address

City, State ZIP

Mailing Address:

Public Affairs Section

U.S. Department of State

2540 Windhoek Pl.

Washington, D.C. 20521 - 2540

In lower left-hand corner of the box, write:

UNCLASSIFIED VIA AIR POUCH

Your Name

FULBRIGHT SCHOLAR EDUCATIONAL MATERIALS

Grantees sending only one package should write "1 of 1" in the lower right-hand corner.

Grantees sending more than one package should number each package in a series and circle the markings, e.g., "1 of 4," "2 of 4," "3 of 3," and "4 of 4."

Packages can be shipped through the U.S. Postal Service. Grantees are responsible for paying domestic postage or shipping costs from their home to Washington, D.C.

Schooling for Dependents

American diplomatic personnel send their children to the Windhoek International School, which provides an international curriculum with programs from preschool through grade 11 (equivalent to the U.S. grade 12). Contact is Carol Heimstadt email: cheimstadt@wis.edu.na. Mailing

address: Private Bag 16007, Windhoek, Namibia. Telephone: 264-61-241 783; fax: 264-61-243 127. Fulbrighters have also used other schools with a British or religious curriculum.

PAS AND U.S. EMBASSY SUPPORT

Personal Safety and Security

All Fulbright grantees will receive a security briefing upon arrival in Namibia. Care should be taken in arranging for a secure apartment, with solid doors and bars on accessible windows. Crime is of increasing concern in Windhoek, reflecting a steady increase in criminal activity, both violent and petty. Incidents of violent crime directed specifically against Americans or other foreigners are not as rare as in the past. The most common criminal offenses committed in the capital are non-violent crimes of opportunity. Reports of street crimes such as pickpocketing, muggings, purse snatchings, vehicle theft and theft from parked vehicles have increased significantly.

Be vigilant when driving in Namibia. Namibian drivers often drive over the posted speed limits and accidents are frequent and often life-threatening. Although the dirt roads here are well-graded, please follow the posted speed limits. Due to the lack of shoulders, simply driving off the road can also pose hazards. Remember that Namibia has plentiful wildlife and that they cross the roads at night. The Embassy strongly recommends that you avoid driving at night outside city limits. Take all proper precautions.

American citizens traveling in Namibia are urged to contact the Consular Section of the U.S. Embassy in Windhoek for the latest safety and security information.

Arrival and Temporary Lodging

Public Affairs staff will meet Fulbrighters at the airport if notified in advance with arrival details. Fulbright researchers and students are expected to find their own housing. Arriving Fulbrighters should advise the PAO in advance with exact housing requirements and arrival dates. Housing in Windhoek is generally expensive and scarce. Flats are almost always rented unfurnished, which means without refrigerator or stove, though there are fairly reasonable sources of second-hand furniture and appliances. Grantees should bear this initial expense in mind as they budget for the year's expenses. House sitting opportunities are sometimes available. The best way of obtaining reasonable housing is through word-of-mouth and occasionally through the newspaper. The American Cultural Center - and the rest of U.S. Embassy - can assist in this process.

U.S. Embassy Access

The Embassy issues Fulbrighters badges for access to Embassy offices once they complete the security brief. The badges allow access, but Fulbrighters will require an escort while inside the Embassy building. Please arrange to visit the Embassy within one week of your arrival.

Check Cashing and Local Banking Arrangements

All Fulbright grant checks are deposited into U.S. bank accounts. The Embassy does not offer a check cashing service for grantees' personal checks. ATM cash machines are abundant

throughout the country and accept bank/debit cards with Visa or Mastercard symbols. Fulbrighters should exercise the same caution using ATMs that they would in the United States: be aware of your surroundings, protect your pin code, and do not insert your card into a machine that appears to have been tampered with. Fulbrighters may also open a local bank account, which will not only allow additional access to ATMs, but also the ability to write checks to local vendors and more easily conduct electronic bank transfers.

Local Health Services and Access to Embassy Health Facilities

In general, local health conditions are excellent. The Embassy nurse will assist Fulbrighters to identify suitable physicians. No malaria prophylaxis is necessary in Windhoek itself, though it is recommended for travel to the northern part of Namibia and is available at local pharmacies, which are well-stocked. However, Fulbrighters who will be traveling to mosquito-infested areas are advised to bring an adequate supply for malaria prophylaxis from the U.S. since the cost in Windhoek is extremely high. PAO staff will arrange with the Embassy nurse to do a health briefing for Fulbrighters shortly after arrival in the country.

You must have proof of current yellow fever vaccination for all flights originating from, or passing through a yellow fever country that subsequently transits through or ends in South Africa. For example, proof of a yellow fever vaccination is required for an SAA flight from Dulles to Johannesburg that stops in Dakar, Senegal.

Yellow fever inoculations are no longer administered at South African ports of entry. Travelers are now required to obtain a yellow fever inoculation at least 14 days prior to their arrival in South Africa; this is in accordance with WHO regulations. If a yellow fever inoculation is not obtained, passengers may be turned around at the South African port of entry. Current yellow fever countries are listed on the following link:

<http://wwwnc.cdc.gov/travel/yellowbook/2010/chapter-2/yellow-fever.aspx>

Dengue, filariasis, leishmaniasis, onchocerciasis, and trypanosomiasis (sleeping sickness) are other diseases carried by insects that also occur in this region. Protection against insect bites will help to prevent these diseases. Schistosomiasis, a parasitic infection, is found in fresh water in this region. Do not swim in fresh water, except in well-chlorinated swimming pools.

See your doctor at least 4 to 6 weeks before your trip to allow time for immunizations to take effect. Immunizations to consider:

- Hepatitis A or immune globulin (IG).
- Hepatitis B if you might be exposed to blood (for example, health-care workers), have sexual contact with the local population, stay longer than 6 months, or be exposed through medical treatment.
- Rabies, if you might be exposed to wild or domestic animals through work or recreation.
- Typhoid, particularly if you are visiting other countries in southern Africa.
- As needed, booster doses for tetanus-diphtheria, measles, and a one-time dose of polio vaccine for adults. Hepatitis B vaccine is now recommended for all infants and for children who did not complete the series as infants.

Please read the advice about medical emergency evacuation and MedEvac insurance in the Namibia Consular Information Sheet. The Fulbright grant provides limited MedEvac insurance for grantees but not for dependents. Fulbrighters who anticipate living or traveling extensively outside Windhoek should be familiar with the terms of the State Department's Accident and Sickness Plan for Exchanges (ASPE).

ADDITIONAL INFORMATION AND RESOURCES

Local Transport and Used Car Market

There is virtually no local transportation available in Windhoek, other than cabs. "Downtown Windhoek" is extremely compact, but it is fair to say that Fulbrighters would be very restricted, both in terms of location of accommodation and activities, without a car. A car in Namibia is thus not a luxury, but a necessity. Used cars are available both through dealers and individuals advertising in newspapers. Very few cars with automatic transmissions are available. Traffic moves on the left, but is quite light by most standards. The local Automobile Association will inspect cars even for non-members at a reasonable fee, a wise step when purchasing a used car. It is easy to sell new and used cars in Namibia. Grantees who are planning on buying a car should obtain an international driver's license in the U.S. in addition to their U.S. driver's license before coming to Namibia. Insurance companies in Namibia will not insure vehicles of foreigners who do not have an international license.

There is a 30+ percent surcharge imposed at the Namibian border on cars purchased in South Africa. For this reason, Fulbrighters are counseled not to purchase a car in South Africa with the intent to bring it to Namibia. For those who decide to do so, you should have all supporting documents and the funds to pay the tariff at the border.

Computers/Electronic Equipment

No duties are charged on used equipment. Fulbrighters may be asked to provide proof of ownership upon arriving in the country, though such requests are infrequent. Duty must be paid on new equipment, which is refunded when the Fulbrighter leaves the country with the equipment. Computer repair and supply services are generally quite good.

Other Information

Reports of previous Fulbrighters should give new Fulbrighters an excellent picture of conditions in Namibia. One final note: books are expensive and the selection very limited, so grantees may wish to make arrangements in advance to be able to order books by mail from the U.S.

FULBRIGHT REPORTING REQUIREMENTS

The Fulbright award requires submission of two reports: 1) at the interim or mid-point of the grant, and 2) a final report prior to departing the host country. Grantees will receive instructions from CIES or IIE, as appropriate, on filing these reports on-line.

OTHER WEBSITES AND RESOURCE MATERIAL

Consular Info: <http://travel.state.gov>

State Alumni: <http://alumni.state.gov>

Fulbright Association: <http://www.fulbright.org>

Africanews: <http://www.africanews.org/>

PUBLIC HOLIDAYS IN NAMIBIA

In addition to observing American holidays, the U.S. Embassy also observes Namibian holidays, according to the following holiday schedule:

January 1	New Year's Day
March 21	Independence Day
March/April	Good Friday
March/April	Easter Saturday
March/April	Easter Monday
May	Ascension Day
May 1	Labor Day
May 4	Cassinga Day
May 25	Africa Day
August 26	Heroes Day
December 10	Human Rights Day
December 25	Christmas Day
December 26	Family Day